

Summary Report for Individual Task
805K-79R-4310
Validate a Processing List
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: The Senior Guidance Counselor (SGC) has assigned you the task of validating a processing list (US MEPCOM Form 727) with your Battalions (BN), Companies (CO) and the Military Entry Processing Station (MEPS) front control desk. You have access to Guidance Counselor Resource Center (GCRC), MEPCOM Integrated Resource System (MIRS), Recruit Quota System (REQUEST) and all applicable regulations and publications. This task should not be trained in MOPP 4.

Standard: Validate and reconcile a US MEPCOM Form 727 with Battalions, Companies and MEPS without error; Send completed US MEPCOM Form 727 to Battalion Operations.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: none

Performance Steps

1. Log into MIRS.
2. Obtain the appropriate processing list.
3. Verify with each Company that their applicants are properly projected for all required processing actions.
4. After all projections have been confirmed with Companies, submit 727s to MEPS after ensuring entries are complete and accurate.
5. Verify with MEPS that both US MEPCOM Form 727's correspond. Note and correct any deficiencies in order to confirm projection.
6. Send reconciled US MEPCOM 727 to BN Operations to confirm processing.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. IF the task is performed on the job, use materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Logged into MIRS.			
2. Obtained the appropriate processing list.			
3. Verified with each Company that their applicants are properly projected for all required processing actions.			
4. After all projections have been confirmed with Companies, submitted 727s to MEPS after ensuring entries are complete and accurate.			
5. Verified with MEPS that both US MEPCOM Form 727's correspond. Noted and corrected any deficiencies in order to confirm projection.			
6. Sent reconciled US MEPCOM 727 to BN Operations to confirm processing.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	USAREC REG 601-96	Enlistment, Accessions, and Processing Procedures	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None